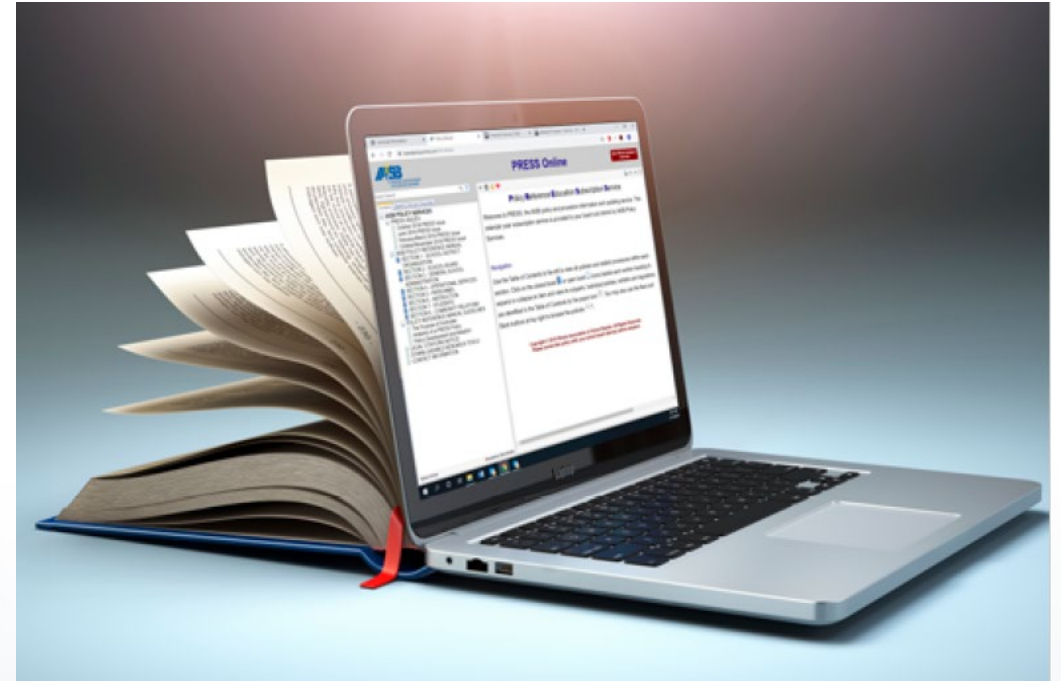


Policy Services: An Overview

Nicholas Baumann
Director, Policy Services



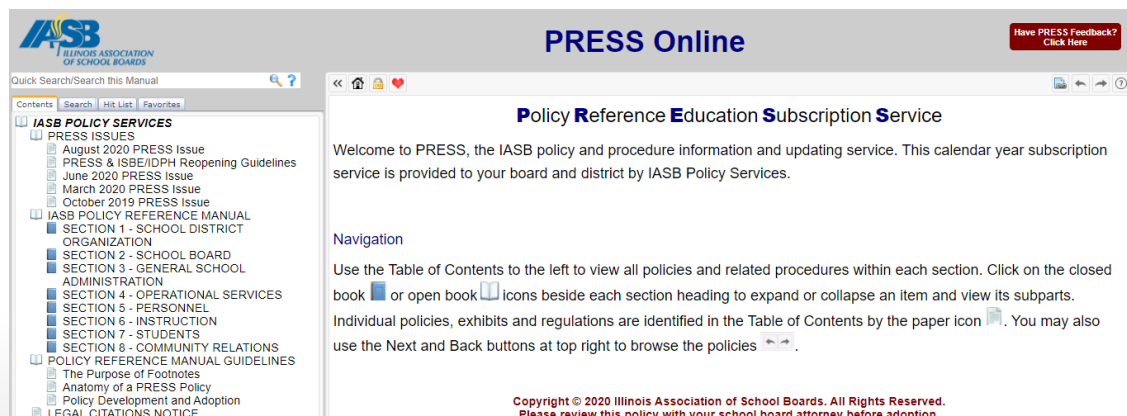
PRESS vs. PRESS Plus

PRESS

Policy Reference Education Subscription Service

PRESS^{Plus}

Policy Reference Education Subscription Service



PRESS Online

Policy Reference Education Subscription Service

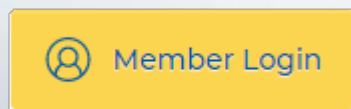
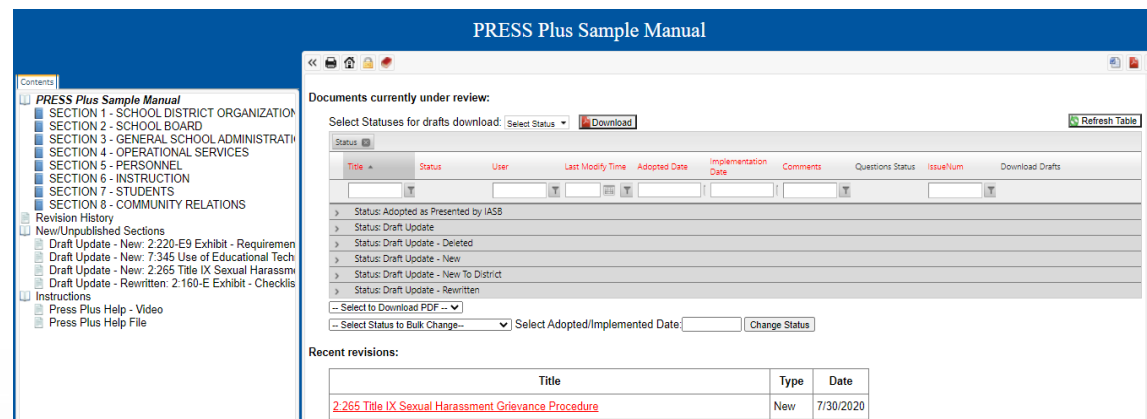
Welcome to PRESS, the IASB policy and procedure information and updating service. This calendar year subscription service is provided to your board and district by IASB Policy Services.

Navigation

Use the Table of Contents to the left to view all policies and related procedures within each section. Click on the closed book icon or open book icons beside each section heading to expand or collapse an item and view its subparts. Individual policies, exhibits and regulations are identified in the Table of Contents by the paper icon. You may also use the Next and Back buttons at top right to browse the policies.

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PRESS Plus Sample Manual

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Recent revisions:

Title	Type	Date
2.265 Title IX Sexual Harassment Grievance Procedure	New	7/30/2020

<https://boardpolicyonline.com/?b=districtname>

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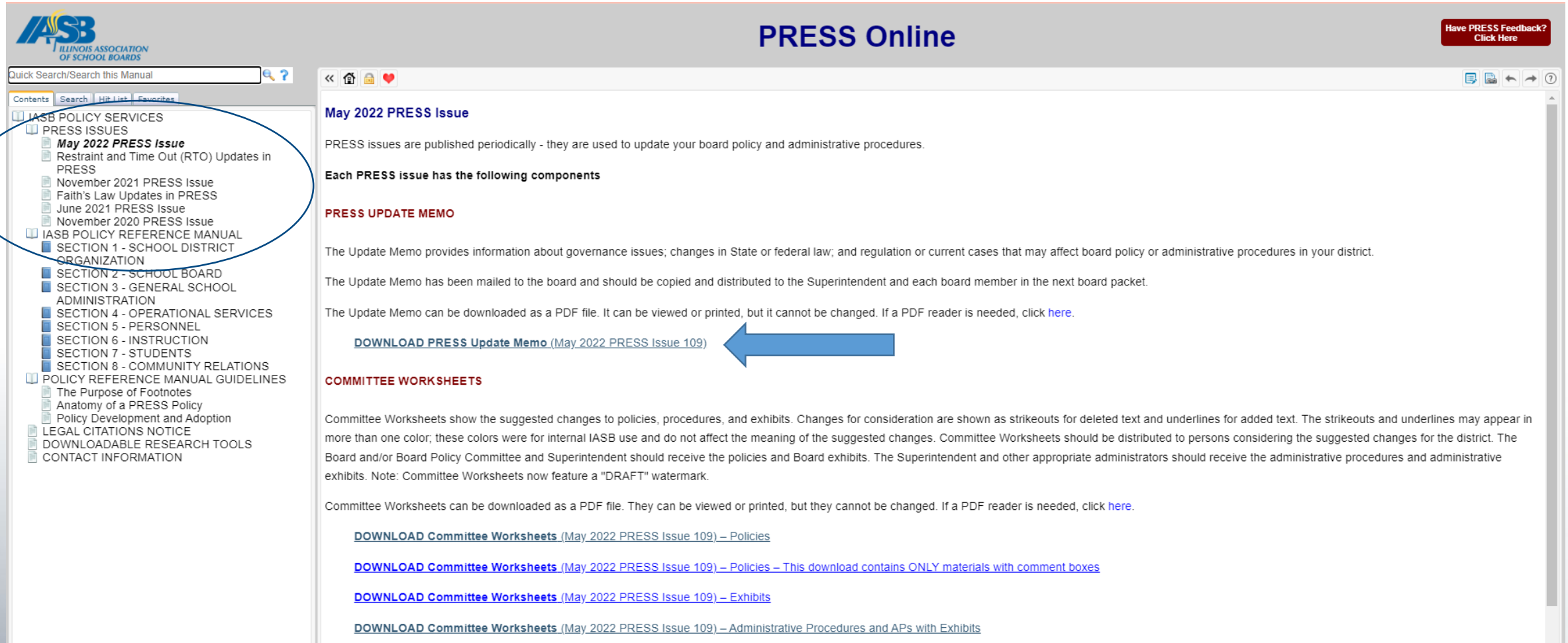
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PRESS



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Have PRESS Feedback?
Click Here

May 2022 PRESS Issue

PRESS issues are published periodically - they are used to update your board policy and administrative procedures.

Each PRESS issue has the following components

PRESS UPDATE MEMO

The Update Memo provides information about governance issues; changes in State or federal law; and regulation or current cases that may affect board policy or administrative procedures in your district.

The Update Memo has been mailed to the board and should be copied and distributed to the Superintendent and each board member in the next board packet.

The Update Memo can be downloaded as a PDF file. It can be viewed or printed, but it cannot be changed. If a PDF reader is needed, click [here](#).

[DOWNLOAD PRESS Update Memo \(May 2022 PRESS Issue 109\)](#)

COMMITTEE WORKSHEETS

Committee Worksheets show the suggested changes to policies, procedures, and exhibits. Changes for consideration are shown as strikeouts for deleted text and underlines for added text. The strikeouts and underlines may appear in more than one color; these colors were for internal IASB use and do not affect the meaning of the suggested changes. Committee Worksheets should be distributed to persons considering the suggested changes for the district. The Board and/or Board Policy Committee and Superintendent should receive the policies and Board exhibits. The Superintendent and other appropriate administrators should receive the administrative procedures and administrative exhibits. Note: Committee Worksheets now feature a "DRAFT" watermark.

Committee Worksheets can be downloaded as a PDF file. They can be viewed or printed, but they cannot be changed. If a PDF reader is needed, click [here](#).

[DOWNLOAD Committee Worksheets \(May 2022 PRESS Issue 109\) – Policies](#)

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[DOWNLOAD Committee Worksheets \(May 2022 PRESS Issue 109\) – Exhibits](#)

[DOWNLOAD Committee Worksheets \(May 2022 PRESS Issue 109\) – Administrative Procedures and APs with Exhibits](#)

ISSUE 109

May 2022

Update Memo

Please distribute to board members and appropriate staff.

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Next Issue: Legislative Update	

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the **Log In** button.
- Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com. If you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Ummehani Faizullahoy at ulaizullahoy@iasb.com.
- Click the **Log In** button on the top navigator bar. This will bring you to your account page.
- Under **My Account Links**, click on **PRESS Login**.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, (630) 629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Open Meetings Act

The following laws impact the Open Meetings Act and require updating of certain sample **PRESS** materials:

- 5 ILCS 120/7, amended by P.A. 101-640, allows boards to meet remotely without a quorum physically present at the meeting location during a public health emergency.
- 5 ILCS 120/2.06(d), amended by P.A. 102-653, clarifies the timeframe in which public bodies and their committees must conduct semi-annual reviews of their closed session minutes.

The following **PRESS** materials are updated:

- 2:110, Qualifications, Term, and Duties of Board Officers
- 2:150, Committees
- 2:220, School Board Meeting Procedure
- 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes
- 2:220-E3, Closed Meeting Minutes
- 2:220-E5, Semi-Annual Review of Closed Meeting Minutes
- 2:220-E6, Log of Closed Meeting Minutes
- 2:220-E8, School Board Records Maintenance Requirements and FAQs

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:20, Powers and Duties of the School Board; Indemnification	The policy, Legal References, Cross References, and footnotes are updated. Policy text is updated in response to 105 ILCS 5/21B-85(b), amended by P.A. 102-552, which was part of the General Assembly's focus on resolving Educator Misconduct. The amendment shifts responsibility from the State Superintendent to local boards of education to notify the Teachers' Retirement System (TRS) when it learns that a teacher was convicted of a felony. Major notifications required of the board to ISBE and TRS were inserted to clarify board duties related to educator misconduct. The Legal References reflect the reporting section of the School Code, Cross References are updated to align with other policies related to managing educator misconduct, and the footnotes are updated to align with these changes.	<input type="checkbox"/>
2:105, Ethics and Gift Ban	The Legal References and footnotes are updated in response to 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, banning high school guidance counselors from soliciting or accepting gifts from a prohibited source. A new footnote 5 is added, and continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated in response to: <ol style="list-style-type: none"> OMA, 5 ILCS 120/7, amended by P.A. 101-640, allowing boards to meet remotely during a public health emergency; 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher 	<input type="checkbox"/>



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Recent revisions:

Title	Type	Date
6.235 Access to Electronic Networks - Staff does not Sign	Update	6/4/2021
6.260 Complaints About Curriculum, Instructional Materials, and Programs	Update	6/4/2021
7.280 Communicable and Chronic Infectious Disease	Update	6/4/2021
8.90 Parent Organizations and Booster Clubs	Update	6/4/2021
6.160 English Learners	Update	6/4/2021
6.145 Migrant Students - ELEM	Update	6/4/2021
5.10 Equal Employment Opportunity and Minority Recruitment	Update	6/4/2021
2.30 School District Elections	Update	6/4/2021

Click here to view the entire [revision history](#).

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- ☒ Draft Update - Rewritten

Title	Status	Use	Date	Implementation Date	Comments	Questions Status	IssueNum	Download Drafts
Status: Draft Update								
2-105 Ethics and Gift Ban	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-110 Qualifications, Term and Duties of Board Officers	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-120 Board Member Development	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-20 Powers and Duties of the School Board; Indemnification	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-220 School Board Meeting Procedure	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-220-E1 Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-220-E3 Exhibit - Exhibit - Closed Meeting Minutes	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-220-E5 Exhibit - Exhibit - Semi-Annual Review of Closed Meeting Minutes	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-220-E6 Exhibit - Exhibit - Log of Closed Meeting Minutes	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
2-260 Uniform Grievance Procedure	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>
3-40 Superintendent	Draft Update	apowell	12/3/2021 3:56:56 PM				108	<input type="checkbox"/>

PRESS Plus

PRESS Plus Sample Manual \ SECTION 1 - SCHOOL DISTRICT ORGANIZATION \

Document Status: Draft Update

1:30 School District Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall aims to empower all students to develop a strong self-respect esteem PRESSPlus1 and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Replace the text with the district's mission, vision, and/or belief statement, if any, and select **Adopted with Additional District Edits** as the Save Status. A mission statement is a statement of purpose: why the district exists, what benefits it intends to deliver, and who will receive those benefits. Districts that use this policy's text in posters and other printed district publications should note that adopting these changes would require them to reprint those items. **Issue 107, June 2021**

PRESS Plus

5:80 Court Duty

Document Status: Draft Update

The District will pay full salary during the time an employee is absent due to court duty or pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

Witness Duty

The District will pay full salary during the time a licensed employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court. ^{Q1}

Jury Duty

The District will pay full salary during the time a licensed employee is absent due to jury duty. ^{Q2}

LEGAL REF.:

105 ILCS 5/10-20.7.

705 ILCS 305/4.1, Jury Act.

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Questions and Answers Window

*Question 1.

The School Code mandates this provision for certificated [licensed] employees serving witness duty. 105 ILCS 5/10-20.7. Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel.

Would the Board like to apply this language to both licensed and educational support personnel?

- ☐ No (default)
- ☐ Yes (IASB will strike "licensed" from the text and correct the grammar.)

*Question 2.

The School Code mandates this provision for certificated [licensed] employees serving jury duty. 105 ILCS 5/10-20.7. In contrast, the Jury Act requires that employers give any employee time off from employment for jury duty, but it does not require that employers pay the employee while on jury duty. 705 ILCS 305/4.1. Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel.

Would the Board like to apply this language to both licensed and educational support personnel?

- ☐ No (default)
- ☐ Yes (IASB will strike "licensed" from the text and correct the grammar.)

* Required

Save Responses

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6:10
Educational Philosophy and Objectives
AA
Type: Policy

Current Draft Status: Published Version

Adopted: Implemented: Issue #:

Save Status: District Use Only District Type: PRESSPlus ☐ Policy Required

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B I U x x² AA ad Aa Tb Ix

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Newly added district-unique sentence.
3. ~~Develop students' awareness of and appreciation for cultural diversity.~~
4. Stimulate students' intellectual curiosity and growth.
5. Provide students with fundamental career concepts and skills.
6. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
7. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
8. Encourage students to become life long learners.
9. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.

After Adoption – Next Steps

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6:145 Migrant Students	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
6:160 English Learners	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
6:235 Access to Electronic Networks	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
6:255 Assemblies and Ceremonies	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
6:260 Complaints About Curriculum, Instructional Materials, and Programs	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
6:290 Homework	Draft Update	IASB	9/22/2022 10:23:20 AM	109		<input checked="" type="checkbox"/>
6:60 Curriculum Content	Draft Update	IASB	9/22/2022 10:23:20 AM	108		<input checked="" type="checkbox"/>
7:15 Student and Family Privacy Rights	Draft Update	IASB	9/22/2022 10:23:20 AM	109		<input checked="" type="checkbox"/>
7:160 Student Appearance	Draft Update	IASB	9/22/2022 10:23:20 AM	108		<input checked="" type="checkbox"/>
7:20 Harassment of Students Prohibited	Draft Update	IASB	8/25/2021 4:26:53 PM	105		<input type="checkbox"/>
7:280 Communicable and Chronic Infectious Disease	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>
7:285 Anaphylaxis Prevention, Response, and Management Program	Draft Update	IASB	9/22/2022 10:23:20 AM	109		<input checked="" type="checkbox"/>
8:90 Parent Organizations and Booster Clubs	Draft Update	IASB	8/25/2021 4:39:18 PM	107		<input type="checkbox"/>

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Reviewed, Change Date

5-Year-Review - Reviewed, Change Date

Implemented as Presented by IASB

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2:130
Board-Superintendent Relationship
AA
Type: Policy

Current Draft Status: Draft (Draft Update): Aug 27 2021 1:32PM - IASB

Adopted: 08/25/2021
Implemented:
Issue #: 107
Save Status: Adopted with Additional District Edits
District Type: PRESSPlus
☐ Policy Required

Styles
Normal
Arial
16

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent. District-unique sentence added here.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:
105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

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 - Press Plus Help - Video
 - Press Plus Help File

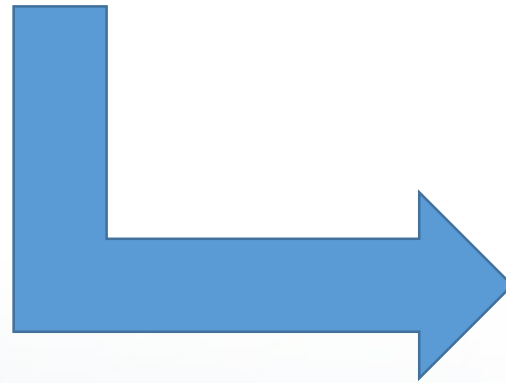
Documents currently under review:

Select Statuses for drafts download:

Title	Status	User	Last Modify Time	Adopted Date	Implementation Date	Comments	Questions Status	IssueNum	Download Drafts
Status: 5-Year-Review - Needs Review									
Status: Adopted as Presented by IASB									
2:230 Public Participation at School Board Meetings and Petitions to the Board	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:12:00 AM				Answers Completed	109	<input type="checkbox"/>
4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behavior	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:19:57 AM					108	<input type="checkbox"/>
6:290 Homework	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:12:00 AM					109	<input type="checkbox"/>
6:60 Curriculum Content	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:12:00 AM				Answers Completed	108	<input type="checkbox"/>
7:15 Student and Family Privacy Rights	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:12:00 AM					109	<input type="checkbox"/>
7:160 Student Appearance	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:12:00 AM				Answers Completed	108	<input type="checkbox"/>
7:285 Anaphylaxis Prevention, Response, and Management Program	Adopted as Presented by IASB	ppdistrict	9/22/2022 10:19:57 AM				Answers Completed	109	<input type="checkbox"/>
Status: Adopted with Additional District Edits									

First Step...

1) Policy Manual Customization Project



2) PRESS Plus Service

Pricing

Services:	Annual Fee	One-Time Fee
PRESS (Policy Reference Education Subscription Service) – <i>already subscribed</i>	\$0.00 (\$995 value)	
PRESS Plus A subscription to PRESS and completion of a Policy Manual Customization are required prior to subscribing to PRESS Plus	\$950.00	\$950.00 Publishing Fee*
School Board Policies Online (SBPOL)	\$2,500.00	\$950.00 Publishing Fee*
Policy Manual Customization	n/a	\$12,000

PRESS Plus Stats

- 524 districts throughout Illinois subscribe to PRESS Plus
 - On average, 25 new subscribers per year
- Nearly 250 districts throughout Illinois host their manuals through School Board Policies Online

In summary...

PRESS Plus helps districts keep their policy manuals current by:

- Providing PRESS Update Issue-based changes, specific to the Board's needs, directly to the board's customized policies
- Clearly identifying suggested updates and options in an easy-to-understand format for board review
- Easily incorporating board-adopted changes into the policy manual

Questions?